

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
September 29, 2014

Call to Order.

The Allenstown Select Board Meeting for September 29, 2014 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

Others Present.

Residents of Allenstown: Sandy McKenney

Others Present: Alys Southall, Hooksett Banner; Chris Emond, Boys and Girls Club; Pam Jolivelle, Community Action Program;

Other Public Officials: Dave Eaton, Budget Committee; Larry Anderson, Sewer Commission; Kim Carbonneau, Library Trustee; and Pauline Boutin, Library Trustee.

Allenstown Staff: Shaun Mulholland, Town Administrator; Ron Pelissier, Road Agent, Paul Paquette, APD; Dana Pendergast, AFD; Diane Demers, Finance Director, and Michael Stark, APD.

Citizens Comments:

N/A

Approve recommendations for changes to the Health Insurance coverage plans for employees (2015).

Mr. Gryval asked the department heads and employees who were present at the meeting if there was any feedback from the employees of the direction that they were looking to go. There was no additional feedback from the department heads or employees.

Mr. Gryval recommended that they accept the committee's recommendation of changing their health care plan. He stated that the employees seem happy with it and that they seem to like. He stated that they appreciate the efforts by the study committee.

Mr. Gryval made a motion to accept the recommendation of the health insurance study committee. Ms. Walker seconded the Motion.

Mr. Mulholland stated that there are implementation steps they'll have to do in order to switch over. He stated the new insurance plans will be effective on January 1, 2015. The Select Board asked Mr. Mulholland to pass along a message to the study committee that they were thankful for their hard work.

Discuss the proposed 2015 Road Project and survey results with the Road Agent

Mr. Pelissier stated just installing sidewalks on the north side of Ferry Street, Whitten Street, Webster Street and the west side of Reynolds would save approximately \$500,000. He stated if they move forward on the bond those sidewalks are very important. He stated the sidewalks will cover the recreation center.

The Chair asked what the budget number for the bond is right now. Mr. Pelissier stated that it is \$2.1 million.

Mr. Gryval asked the Road Agent what the cost would be for the town to maintain the sidewalks and have them cleared for the children to get to school. Mr. Pelissier stated that they don't have the manpower to maintain the sidewalks right now. He stated that those sidewalks will add an additional 3-4 hours to the snow removal effort per storm which means that they wouldn't be able to get the sidewalks open in time for school. Mr. Pelissier stated however they may have to truck the snow off site as there are limited areas to put the snow on some of these streets.

Mr. Gryval asked if he has a cost that is associated with being able to clear the sidewalks. Mr. Pelissier stated that it is about \$55 an hour for the guy in the bobcat and if it is overtime they have to add about \$24 an hour to that. He stated that usually the plowing is done between 7am to 3pm so that it isn't overtime but if there is a storm over the weekend they do it Sunday night which is time and a half. He stated that as it is right now, they have to pull a guy off plowing to get the sidewalks done in time.

The Chair asked the Road Agent what his recommendation is to the Select Board from his point of view. Mr. Pelissier stated that he thinks it is a good idea to go for that bond because they need to repair the roads. He stated that he doesn't feel confident that the bond will pass. He stated that he thinks that if they cut sidewalks out, they will probably lose support. He stated that he knows that the bond will not get them caught up but that it's the only way for them to try to start getting caught up.

The Chair asked if the public had any questions for the Road Agent. There were no questions.

2015 Budget Presentation

Library

Mrs. Carbonneau stated that they kept their budget the same as last year except for a couple of things. She stated that they put a little more into the fuel and heat line to make sure that they could cover the cost of heat. She stated that they had to hire a new director so the salary line changed a bit so they added a little there. She stated the dues for their catalog went up a little bit as well.

Mrs. Carbonneau stated the repair and maintenance line had the largest increase. She stated they had applied for a grant from the Hunt Foundation for \$2,500. She stated the actual grant request was more than that. She stated the foundation granted them money to do a few things to get ready for improvements to the Library. She stated that the foundation wanted the Library to find the architectural plans for the addition they would do in the back of the library. She stated once they have that done they can go back and ask for additional funds from the foundation to do the addition.

Mr. Gryval asked if that bathroom would be an actual addition on the library. Mrs. Carbonneau stated that the bulkhead would probably go away and the office area would be enlarged to turn it into a handicap accessible bathroom.

Mr. Gryval stated the computer and repair line went down significantly and asked if that was because of the new contract that is lumping things together. Mrs. Carbonneau stated they have a contract with Best Buy for all of their computers and they bought all of their computers last year.

Mrs. Carbonneau stated they needed to hire a Director that could write grants because they rely heavily on grants.

Parks & Recreation

Mrs. Houlis stated they have some really good things happening and some challenges. She stated they have the Boys & Girls Club and the Community Action Program (CAP). Mrs. Jolivette, the Director of Elder Services at CAP, introduced herself to the Select Board.

Mrs. Houlis explained that Mr. Emond and the Boys and Girls Club have been working to get the grants to renovate the recreation center on Whitten Street Park. She stated that she thinks that it is looking favorable. Mr. Emond stated there are six grant applications and they only approve five grants. He stated that they won't know for sure until November if they would actually be awarded the funds.

Mrs. Houlis stated they are planning to add on to their original plans for the recreation center to have a senior center wing. She stated in addition to that, there would be opportunity for the community to use the building in the evenings.

Mrs. Houlis stated one of the things they would have to look at is maintenance of the building. She stated in the past the budget for maintenance has been over \$60,000 and right now it is around \$30,650 and they have about 12% left at this point. She stated there have been increases in utilities and unexpected costs such as replacing a furnace and tree cutting. She stated all that being said, she has proposed some increases to probably fund the maintenance of the new building. She stated if they don't do that, then they are looking a gift horse in the mouth with the new recreation center.

Mrs. Houlis stated that she tried to decrease other lines where she could to make up for those other increases. She stated that the increases for the new building are only budgeted for half a year.

Mr. Gryval asked when they expect the building to be ready for use should the funding go through. Mr. Emond stated that they are looking at it being ready in September and October 2015. He stated that it took about six months to complete the Boys and Girls Club building in Concord. Mr. Mulholland stated that the budget numbers reflect an increase for the last part of the third quarter and the last quarter.

Mr. Gryval asked about the repairs line being increased five times from what it is now even with the new building. Mrs. Houlis stated that all it takes is one thing to go wrong and then they can't pay for utilities. She stated this would be planning for unexpected repairs. Mr. Emond stated there is another building they looked at which would be similar to this building and he is trying to contact that child care center to see if they would tell him their operating costs so that Mrs. Houlis would have a better idea of the costs.

Mr. Gryval stated the office supply line was budgeted \$100 and that they had spent \$600 and yet they only budgeted for \$500 next year. Mrs. Houlis stated the line should go up a bit more for the next year.

Mrs. McKenney thanked the Boys and Girls Club for stepping up and being willing to help the seniors with their Senior Center. She also stated they make four quilts at the quilting festival each year and they are allowed to donate the proceeds of one of the quilts to a non-profit and this year they will be donating \$300 to the Parks and Recreation Commission. Mrs. Houlis thanked them for the donation.

Mrs. Jolivette stated they scrambled to find a place to be able to keep the senior citizens together. She stated they wanted to be able to continue to offer the services such as meals, recreation, health clinics, and educational programs on Medicare. She thanked the Boys and Girls Club as well as the Town of Allenstown for trying to help keep the senior citizens together.

Mrs. Jolivette stated they serve approximately 100 meals to people on a daily basis. She stated about 50% are Allenstown residents, 25% for Pembroke and 25% for Hooksett. She stated this is just for the food aspect of what they do. She also stated they do a safety check on citizens when they deliver the food.

Mr. Mulholland stated there is a second CDBG application they need to submit and the window for that is in January. He stated Mr. Emond and Mrs. Jolivette will be meeting tomorrow with the architect to determine if their plan for joining the senior center is feasible. He stated if they determine that it is, the town will have to have public hearings and approve the project.

Mrs. Houlis stated it is likely they will go over the 2014 budget and she doesn't know what the procedure is for that. Mr. Mulholland stated she will need to explain to the Select Board why they will be going over budget, how much they will be going over budget, and make the request to the Select Board and then the Select Board will review the request and determine whether or not to approve it.

Mrs. Houlis stated she thinks the utilities are going to go over budget but doesn't know how much it will go over. The Chair asked why it is so much higher this year than last year. Mrs. Houlis stated she thinks the rates have gone up. The Chair stated he realizes rates have gone up but he doesn't understand why the utilities have increased so much.

Mrs. Houlis stated she looked at the usage rates from year to year and they haven't changed much. She stated she thinks the tree cutting and the furnace were big factors in the change to the maintenance line. She also stated she doesn't think in the past the supplies line has been accurately reflected.

The Chair stated they are at \$2,400 for utilities right now and the default was \$2,000 and the default should be close to what it was in the past. Mr. Mulholland stated the default number wasn't right in the past.

Mr. Gryval stated they need to know how much they will be going over by and why. He stated if they decide to approve the overage it will be coming out of other's budgets. Mr. Mulholland stated he will work with Mrs. Houlis to determine the costs and see if there are other funds they can take out of the budget.

Police Department and Animal Control

Chief Paquette stated they came in about 3.1% over the 2014 budget. He stated they have changed the overtime line to two different groups and the tuition and training line has been changed as well. He stated there aren't very many increases outside of the salary increase. He stated they have about 34% left in the budget this year.

Chief Paquette stated the PD support staff includes the salaries of the administrative staff and the prosecutor. He stated that tuition and training and the training supplies have been broken up. He stated the tuition and training covers the costs of training and the training supplies covers the ammo and items like that. He stated some of the lines have gone over a bit in the budget this year but those come out of other lines and overall it won't go over. He stated they did a lot of training at the academy this year.

The Chair asked if the dispatch line is a solid number. Chief Paquette stated the number went up a little bit but that the number is pretty accurate.

Chief Paquette stated the highlights to the 2015 budget are changes in the salary and computer lines but other than that the lines have remained the same.

Mr. Gryval asked Chief Paquette the ACO position being cut has affected the Police Department this year. Chief Paquette stated that they have been doing pretty well. He stated they would have to do an analysis of how many people are licensing their dogs this year compared to last year to determine the full impact. Chief Paquette stated the department was unable to act on the Dog warrant issued by the Board as there wasn't sufficient staff to do so.

Chief Paquette stated there is still something in the Animal Control default budget for food and such.

Fire Department

Chief Pendergast stated the budget is down approximately 14.6% from the default budget. He stated the changes include adding \$2,657 to the dispatch line. He stated he thinks the assessment of the fees for Allenstown is incorrect and he is working on figuring out why it has increased so much.

The Chair asked why heat and sewer have increased. Chief Pendergast stated the sewer line has gone off of the current sewer bills. He stated last year they used more heat than they have used in the past and the rates increased as well.

Chief Pendergast stated the part-time salaries have increased. He stated he has included half of the salary for the secretary for the building inspector and fire department. He stated fire training has been reduced because they are not paying out as much as they used to.

Chief Pendergast stated he would like to do a \$10,000 warrant article to assist them in purchasing a new heart monitor next year. He stated as of 2016 the monitor will no longer be supported by the company who built it which means they won't get software updates or service on the monitor. He stated the monitor will cost approximately \$26,000 to \$28,000.

Mr. Gryval stated the fire department gasoline and diesel decreased by 22%. Chief Pendergast stated he based the amount on what they have been using and put some additional funds in it.

Mr. Gryval stated EMS supplies went down 28% and it seems prices always go up for this line and asked about the decrease. Chief Pendergast stated they are not using as much anymore. He stated it is not accurate to use the default numbers to determine the amount so he used numbers based on their true costs.

Mr. Mulholland stated they need to address the assessed value being calculated incorrectly for the town. Chief Pendergast stated he has a call into them to find out where they got the number for the assessment and to have it corrected.

The Chair asked if the cost of uniforms went up. Chief Pendergast stated they did and he would like to get all call fire fighters white shirts for the Old Home Day parade next year. He stated the Fire Fighters Association is going to fund some of that.

The Chair asked if they are all set in their radio maintenance as it has decreased by about 50%. Chief Pendergast stated they purchased a lot of supplies for radios last year out of surplus they had so they are good in that area now.

Emergency Management

Mr. Mulholland stated the budget is down because he anticipates fewer grant funding next year. He stated that training has increased a little bit.

Planning Board

Mr. Gryval stated the budget is basically the same budget as last year. He stated the legal line has changed a little bit. He stated the legal line has increased and they requested the overage from the Select Board. Mr. Mulholland stated it looks like the Master Plan is not going to be completed this year so the Master Plan funding is going to have to be encumbered into next year.

Zoning Board of Adjustment (ZBA)

Mr. Mulholland stated the ZBA budget is exactly the same as last year.

Conservation Commission

Mr. Mulholland stated there is \$9.00 in the budget.

Granite Street/Chester Turnpike Status

The Chair asked how Granite Street/Chester Turnpike was looking. Mr. Pelissier stated they have one head wall left to do. He stated they are waiting to find out if they are going to extend

the old pipe because he broke it right out of the joint. He stated they saw cut today and are going to reclaim a little area. He stated they are waiting for PSNH to move some of the wire which is keeping them from doing some other tasks. Mr. Mulholland stated they will probably be encumbering some of the engineering funds into next year because they don't have much time left this year to do the work.

Review proposed Credit Card Policy.

The Chair stated this is for town issued credit cards. He asked if there are purchase orders that would go with the purchase. Mr. Mulholland stated the purchasing policy hasn't changed. He stated they have Home Depot credit cards and other town credit cards, they are looking at general purpose credit cards. He stated this would allow department heads to purchase things with a town credit card instead of their own cards.

The Chair asked if they should get rid of the other credit cards that are out there. Mr. Mulholland stated he wouldn't recommend it because they get discounts for having those cards but there are cards out there that were never approved by the Select Board. He stated the policy requires the department heads to get authorization for the card within 30 days or it has to be dropped.

The Chair asked how it will work with who the credit card is issued to. Mr. Mulholland stated the credit card is issued in the town's corporate name. He stated the department head can send someone else to purchase something with the card but that they would be violating the policy.

Ms. Walker asked how it works for the town to have a credit card. Mr. Mulholland stated it will say Town of Allenstown on the credit card but it will also have the person's name on the card. He stated it is in the proposed policy that they cannot give the card to someone else to purchase something with the card. He stated anyone who gets the credit card will have to sign a form that says that they are personally liable for any unauthorized purchases.

The Chair asked how they are going to handle having someone who is not tied up going and purchasing an item. Mr. Mulholland stated that at some point there has to be controls but for right now there is no control over the credit cards the departments have.

Mr. Mulholland stated there are three policies for the Select Board to review and the next step is to have a public hearing and then approve all three policies at the same time.

Review proposed Digital Signature Policy

Mr. Mulholland stated that in 2000 the U.S. government passed a law making electronic signatures legal. He stated they are trying to eliminate producing paper and this is the next step for that. He stated the Sewer and Library are interested in the electronic signatures as well.

Ms. Walker stated she has played around with it and she thinks it is quick and easy to use.

Mr. Mulholland stated so far no one else that he knows of is doing it except for Exeter School District. He stated they are way ahead of the curve. He stated they need to have a public hearing on this as well.

Review proposed amendments to Cash Receipts Policy (Financial Transactions Policy).

Mr. Mulholland stated he has renamed the Cash Receipts Policy to the Financial Transactions Policy. He stated the policy was developed in 2009 but was not updated so he has done that at this time. He stated no one has followed the Cash Receipts Policy in the past.

Mr. Gryval asked if the department heads have seen the revised policy. Mr. Mulholland stated that he has sent it out to them.

Mr. Mulholland stated the policy discusses the authority of the Select Board with the policy and he changed all of that so that the Select Board should review the wording. The Select Board determined to have a public hearing on this at the next week meeting.

Town Administrator's Report

Granite Street/Chester Turnpike Street realignment

Mr. Mulholland stated they already received an update from the Road Agent on that.

Railroad Bed Sewer Line Issue

Mr. Mulholland stated the Sewer Department was working on the issue with some of the property owners. He stated the School granted the easement for Mr. St. Germain.

Mr. Mulholland stated the School still intends to shut off the line on November 15, 2014. He stated he suggested that the School send a letter to those mobile homes regarding the shut off and the Health Officer send a letter as well explaining that the residents need to vacate the area because they won't have a working line.

MS-4 Update

Mr. Mulholland stated they will be discussing the results of the testing next week. He stated they had two results of e-coli on outflow #1 and #19. He stated that outflow #1 was double the amount that is acceptable. He stated that he will put it on the website and they will discuss how to handle it more at the October 6, 2014 meeting.

Accounts Payable Process

Mr. Mulholland stated he went to a technology conference last week put on by Virtual Towns and Schools and he is looking at where they are going to go. He stated that Seamless.gov is a company that would allow them to develop their work flows to reduce the amount of time in their staff usage. He gave an example of a citizen applying for a building permit and explained that it would allow a citizen to complete a building permit online, sign it electronically, draw pictures of the building electronically and is automatically put into Avatar. The Chair stated he does that with another town and that it really works well.

Mr. Mulholland stated they would want to do this with all of their forms. He stated this will better service the residents. He stated he thinks he can have this up and running by the end of the year. There was further discussion of the program and the benefits that it would have for the town.

Mr. Mulholland also spoke to the Select Board regarding having a transparency webpage. He explained it would allow the citizens to see where every dollar is being spent. He stated that 40 of the 50 states do it and that he thinks that it would be a good thing for Allentown to do.

Town Hall Repairs

Mr. Mulholland stated that there is nothing new in that regard.

Sale of Tax Deeded properties

Mr. Mulholland stated the property located at Map 109 Lot 17 which is 15 Pinewood Road was redeemed by the property owner today. He stated the sale of the property located at Map 409 Lot 32 was set to close on Wednesday. He stated they received \$34,000 of anticipated funds and will receive another \$49,000 from the other property.

Status of Emergency Management Exercise

Mr. Mulholland stated the departments have committed to the exercise. He stated it will be a ramped up version of what they have done in the past and will put people to the test.

Review and Approve Minutes

Mr. Gryval asked if they still need to approve the minutes if they are signing them electronically. Mr. Mulholland stated that they still need to make the motion even though they are going to sign electronically.

Motion. Mr. Gryval made a motion to approve the minutes of September 8, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

Consent Calendar

Mr. Mulholland stated after they sign off on the Consent Calendar he will put them in their folders.

Other Business

A reporter from the Concord Monitor, asked about the road project and if that was a certain thing that was going to happen. Mr. Mulholland stated that the Select Board needs to review the input by the Road Agent. He stated it is not a done deal until the Select Board reviews it. He stated that there are a lot of things to consider before a decision is made on it.

The reporter also asked why this is being addressed now as it seems to have been an issue for a while. Mr. Mulholland stated the Select Board has discussed the fact that the roads are in poor condition and they are trying to determine what they should do about it. He stated the bond is definitely a cheaper option.

The reporter also discussed the difference in this Select Board from other town Select Boards.

Non-Public Session

Motion. Ms. Walker made a motion to go into non-public in accordance with the provisions of RSA91-A:3,II(e) at 8pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go back into public session at 8:07pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public session pending litigation. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

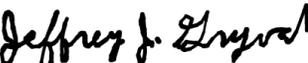
A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 8:08pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

September 29th , 2014

Signature Page

Original Approval:	
	10/06/2014
JASON TARDIFF, Chair	DATE
	10/08/2014
JEFFREY GRYVAL, Member	DATE
	10/06/2014
KATE WALKER, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: A7PC9IIFP2G29U5DREVNJH

RightSignature
Easy Online Document Signing

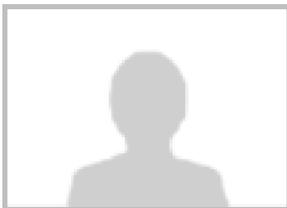


Kate Walker
Party ID: 8CXCLBIRA3DXKDDAZVCTZ5
IP Address: 64.222.96.214
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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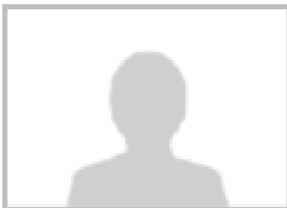


Jeffrey Gryval
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Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

4fe15e854f9229e0ee0832c760a954d93d503aff



Jason Tardiff
Party ID: JZJR52I762YG32K2GCLAXP
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Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

9fdfa5f776aca7ea7cb25107c101827964988221



Timestamp

2014-10-08 15:45:00 -0700
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2014-10-08 15:44:15 -0700
2014-10-06 17:17:29 -0700
2014-10-06 17:16:34 -0700
2014-10-06 17:15:36 -0700
2014-10-06 17:15:14 -0700
2014-10-06 06:33:30 -0700

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, and Shaun Mulholland.
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 24.62.155.198
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 24.62.155.198
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 64.222.96.214
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 64.222.96.214
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214
Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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